



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

870216-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Corrections Facilities Div., Inmate Affairs Section 2 Martin Luther King, Jr. Dr., S.E. East Tower, 7th Floor, Atlanta, GA 30334	Application Number	86-17-A
Application Number		Date Received	Date Completed
		MAR 16 1987	MAR 26 1987
2. Person to Contact		Working Title	
Susan Davis		Records Management Officer	
		Telephone Number	
		656-5561	
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. 86-17 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)	
Earliest	Latest		
1972	Present	Inmate Claims against the State Files	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
The Inmate Affairs Section is responsible for receiving offenders sentenced to be incarcerated, monitoring their movements within the system and assisting their return to the community. The division administers these functions through utilization of classification procedures.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Investigating claims filed by state inmates with the State Claims Advisory Board requesting monetary compensation for lost or stolen personal property, and preparing "Statements of Findings and Recommendations" relative to the claims for submission to the Board.			
Included are: "Official Notice of Claim Against State" form, Claimant's Sworn Affidavit, supporting documents, copy of grievance form (if used as evidence), G.S.P. Grievance Committee Report (if G.S.P. inmate), Inmate Log, Inmate Personal Property Inventory Sheet, Inmate Affairs Section Investigator's Report, recommendation for disposition of claim (from Deputy Commissioner of Facilities), notification of decision made by the State Claims Advisor, Board, and Inmate Claims Log Book.			
File is arranged: chronologically by year; then by institution except for G.S.P. which is by institution, then by month.			
8. Monthly Reference Rate			
How often are records referred to which are:			
One to six months old 6; Seven to twelve months old 3; Thirteen to twenty-four months old 1;			
twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers 1; Legal-size drawers ; Shelves ; Other (specify)			

X		Is this a vital record? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State law             | _____ 5 _____ years. | d. Audit period                   | _____ years.         |
| b. Statute of limitation | _____ years.         | e. Administrative need            | _____ 1 _____ years. |
| c. Federal law           | _____ years.         | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

h - Copy of Documents excluding the Inmate Affairs Investigator's Report in the Fleet/Risk Management Office. Initial claim and Department's response filed with Claims Advisory Board  
 O.C.G.A. 44-12-199 Inmate property, including funds, not presumed abandoned until/five years unclaimed for

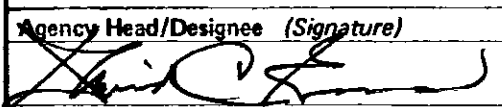
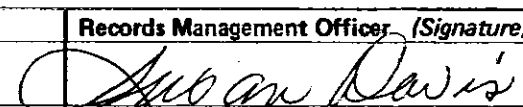
# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold \_\_\_\_\_ 4 \_\_\_\_\_ year(s); then  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			3/9/87
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	3-23-87
		Secretary of State/Designee	3/19/87
		Attorney General/Designee	3/24/87

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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Ga. Department of Corrections Facilities Div., Inmate Affairs Section 2 Martin Luther King, Jr. Dr., S.E. East Tower, 7th Floor Atlanta, GA 30334	Application Number <b>86-17</b>	
Application Number		Date Received <b>MAR 4 1986</b>	Date Completed <b>JUN 16 1986</b>
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972 Latest Present		5. Records Series Title (followed by title used in office, if different) Inmate Claims against the State Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Inmate Affairs Section The <del>Offender Administration Section</del> is responsible for receiving offenders sentenced to be incarcerated, monitoring their movements within the system and assisting their return to the community. The division administers these functions through utilization of classification procedures.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any):  Documents relating to: investigating claims filed by state inmates with the State Claims Advisory Board requesting monetary compensation for lost or stolen personal property, and preparing "Statements of Findings and Recommendations" relative to the claims for submission to the Board.  Included are: "Official Notice of Claim Against State" form, Claimant's Sworn Affidavit, supporting documents, copy of grievance form (if used as evidence), G.S.P. Grievance Committee Report (if G.S.P. inmate), Inmate Log, Inmate Personal Property Inventory Sheet, Inmate Affairs Section Investigator's Report, recommendation for disposition of claim (from Deputy Commissioner of Facilities), notification of decision made by the State Claims Advisor, Board, and Inmate Claims Log Book.  File is arranged: chronologically by year; then by institution except for G.S.P. which is by institution then by month.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____			

	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. N/A Quarterly Report to Board of Corrections.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy of Investigator's Report in Inmate Affairs Section only.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- h - Copy of Documents excluding the Inmate Affairs Investigator's Report in the Fleet/Risk Management Office.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area; hold 2 \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			2/28/86
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	4/3/86
		Secretary of State/Designee	4/1/86
		Attorney General/Designee	4/6/86